



## ADMINISTRATIVE ASSISTANT TITLES INFORMATION

In order to increase promotional and lateral movement opportunities, Tompkins County elected to incorporate a series of broadly classified administrative titles: Administrative Assistant (AA) Levels 1-4. In the table below we have listed the current AA Level titles along with the titles that were incorporated.

Administrative Assistant Levels	Incorporated Titles	County Pay Scale
1	Clerk	4
	Keyboard Specialist	
	Receptionist	
2	Senior Clerk	6
	Senior Typist	
	Administration Specialists	
3	Secretary	9
4	Administrative Assistant	12

County Departments and other Appointing Authorities are being encouraged to implement the Administrative Assistant plan in a phased manner. Employees should remain under their current titles; however, if they vacate a position the title should be updated.

Examinations for the Administrative Assistant-Levels 1, 2, & 3 are decentralized and given Monday through Friday at 9:00 AM and 1:00 PM in the Personnel Offices at 125 E. Court St., Ithaca. Scores are calculated immediately and candidates are given their results prior to exiting the site. Administrative Assistant Level 4 is still centralized, therefore, given on a Saturday and sent to Albany to be scored by New York State.

A starting point for the Administrative Assistant levels of employment may be the Information Aide position. We have listed a basic explanation and classification plan for the new titles.

**Information Aid:** This non-competitive title is considered to be a training position in the line of promotion to Administrative Assistant – Level 1. There is no exam given for this non-competitive title. It is important to note that non-competitive employees do not enjoy the same civil service “rights” as competitive class employees. After obtaining two years of permanent non-competitive class status, employees will be qualified and encouraged to participate in promotion examinations to the title of Administrative Assistant – Level 1.

**Administrative Assistant – Level 1:** Employees can be assigned to perform any basic entry level clerical work. Promotion to this title has been defined as two years of permanent non-competitive class status as an Information Aide. Promotion from Level 1 to Level 2 is currently defined as two years of permanent competitive class status as Administrative Assistant - Level 1, or two years as Clerk, Keyboard Specialist, Receptionist, Typist, or other logical promotion titles as determined by the Commissioner of Personnel. We no longer require a typing performance test.

**Administrative Assistant – Level 2:** Employees will be assigned to perform moderately difficult clerical work. Promotion to Level 3 is currently defined as two years of permanent competitive class status at Level 2 or other logical promotion titles as determined by the Commissioner of Personnel. We no longer require a typing performance test, however, at this level speed and accuracy may be a component of the provisional or probationary performance review process.

**Administrative Assistant – Level 3:** Employees would essentially provide a more autonomous “direct report” level of administrative support. The promotion qualifications have been tentatively defined as two years as an Administrative Assistant – Level 2 or other logical promotion titles as determined by the Commissioner of Personnel. We no longer require a typing performance test, however, at this level speed and accuracy may be a component of the provisional or probationary performance review process.

**Administrative Assistant – Level 4:** Will replace the current Administrative Assistant title. The promotion qualifications have been tentatively defined as two years as an Administrative Assistant – Level 3 or other logical promotion titles as determined by the Commissioner of Personnel. There is no longer a typing performance test; however, at this level speed and accuracy may be a component of the provisional or probationary performance review process.

If you have questions, please contact the Personnel Department at 607-274-5526.

Thank you.